

16 October 1975

MEMORANDUM FOR: Executive Officer/Office of Finance  
THROUGH : Chief/Accounts and Analysis Division  
SUBJECT : Job Descriptions

25X9 Attached are the job descriptions for the positions now assigned as well as the new positions agreed on by Mr. Yale during the session we had some time ago as you may recall. Although no grades were agreed upon, I have spread the [REDACTED] as follows:

25X1A The job sheets on these positions are in the format previously followed by [REDACTED]. I have, as you noticed, classified all positions as Systems Accountants. I believe the "position classification standards" for Systems Accountant applies very nicely to the Analysis Branch.

25X1A Attached is also [REDACTED] job description to accommodate the upgrading of his position. Whereas his duties fit into a singleton role, I do not envision the other positions on the staff so easily defined. As you are aware, the recent surge of systems projects does and will continue to dictate an M.O. of flexibility. For example, today we have X people on GAS; but if priorities were to shift, we must move resources from project to project. Or to put it another way, it may be very difficult to justify a GS-13 for [REDACTED] based on the JPRS project but the grade is justifiable in the broad aspect of systems endeavors.

*Pulled for [unclear]  
action [unclear]  
10/21/75  
S/S*

25X1A

SUBJECT: Job Descriptions

25X1A

As you no doubt noticed, I did not include a new sheet for [REDACTED] or myself; I assume the existing job descriptions adequately convey our functions.

25X1A

[REDACTED]  
Chief, Analysis Branch

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

### Job Descriptions

FROM:

Chief, Analysis Branch  
503 Key Bldg.

EXTENSION

2767

NO.

DATE

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Chief, Accts & Anal Div  
513 Key Bldg.

201  
55

11/11

2. [REDACTED]

3. EO/OB  
1213 Key Bldg.

[REDACTED]

25X1A

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

I pulled the CS-14 105.  
 Disc. for [REDACTED] (separate note). On the mtg of the new job, before we send to IMCD we need to tell them where coming from. Did you all have something on mind when you approved the additional slots for AB/ATA?

[REDACTED]

25X1A

25X1A